United Nations A/CONF.229/2017/INF/1

General Assembly

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9 March 2017

English only

United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination
New York, 27-31 March and 15 June-7 July 2017

Arrangements for the United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination

Information for participants

Note by the Secretariat

I. Introduction

1. The General Assembly, by its resolution 71/258, decided to convene a United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination, at United Nations Headquarters in New York from 27 to 31 March and from 15 June to 7 July 2017.

II. Schedules, list of speakers, statements, documentation and interpretation

Schedule

2. At its organizational session, held on 16 February 2017, the conference took note of the below timetable for its March session (see A/CONF.229/2017/3).

Monday, 27 March 2017

10 a.m.-1 p.m. Item 1. Opening of the conference

Item 2. Election of the President[1]

Item 4. Adoption of the rules of procedure

Item 3. Adoption of the agenda[2]

[1] The conference elected its President at its organizational session on 16 February 2017.
[2] The conference adopted its agenda at its organizational session on 16 February 2017.

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	Item 5. Organization of work
	Item 6. Election of other officers
	Item 7 (a). Credentials of representatives to the conference: appointment of members of the Credentials Committee
	Item 8 (a). General exchange of views: high-level segment
	• Statement by the Secretary-General of the United Nations[3]
	• Statement by the President of the General Assembly[3]
	• Statements by high-level officials of participating States and entities
3-6 p.m.	Item 8 (a). General exchange of views: high-level segment (*continued*)
	Item 8 (b). General exchange of views: general exchange of views on all matters
	Topic 1. Principles and objectives and preambular elements

Tuesday, 28 March 2017

10 a.m.-1 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters
	Topic 1. Principles and objectives and preambular elements (*continued*)
3-6 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)
	Topic 1. Principles and objectives and preambular elements (*continued*)

Wednesday, 29 March 2017

10 a.m.-1 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)
	Topic 2. Core prohibitions: effective legal measures, legal provisions and norms
3-6 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)
	Topic 2. Core prohibitions: effective legal measures, legal provisions and norms (*continued*)

Thursday, 30 March 2017

10 a.m.-1 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)

[3] Subject to his availability.

	Topic 2. Core prohibitions: effective legal measures, legal provisions and norms (*continued*)
3-6 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)
	Topic 2. Core prohibitions: effective legal measures, legal provisions and norms (*continued*)

Friday, 31 March 2017

10 a.m.-1 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)
	Topic 3. Institutional arrangements
3-6 p.m.	Item 8 (b). General exchange of views: general exchange of views on all matters (*continued*)
	Topic 3. Institutional arrangements (*continued*)
	Item 7 (b). Credentials of representatives to the conference: report of the Credentials Committee
	Item 5. Organization of work of the second session

3. The March session of the conference will begin with a formal opening meeting on the morning of 27 March 2017, in the General Assembly Hall, with the President of the conference making an opening statement. The conference will also hear addresses by the Secretary-General of the United Nations and the President of the General Assembly, subject to their availability. The meeting will then consider all procedural and organizational matters, including the adoption of the rules of procedure, the election of officers other than the President, the establishment of the Main Committee and the appointment of the members of the Credentials Committee.

4. The conference will then proceed to the high-level segment of its general exchange of views on all matters pertaining to a legally binding instrument.

5. Beginning on the afternoon of Monday, 27 March, the meetings will take place in Conference Room 4.

List of speakers

6. Delegations wishing to participate in the general exchange of views, including the high-level segment, are requested to register with the Disarmament and Peace Affairs Branch of the United Nations Secretariat (room S-3057; tel: 212 963 2378; or e-mail: ptnw@un.org).

7. Delegations participating in the general exchange of views during the March session of the conference are encouraged to limit their statements to 10 minutes.

Statements, documentation and interpretation

8. A minimum of 30 copies of the text of statements to be delivered at the conference should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, interpreters, record-writers and press officers, 250 copies are required. For distribution of the texts of statements to the press, see paragraph 38 below.

9. Statements made in any of the six official languages will be interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the General Assembly, the delegation in question must provide either an interpretation from the non-official language into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters' booths in the General Assembly Hall, must be made in advance through the Meetings Management Section of the Department for General Assembly and Conference Management (tel: 212 963 8114; fax: 212 963 7405; e-mail: emeetsm@un.org).

Working papers

10. It is strongly recommended that documents submitted by States, intergovernmental organizations and other entities should not exceed five pages (2,650 words) to reduce costs, facilitate translation and ensure timely issuance. States, intergovernmental organizations and other entities are requested to submit documents in Microsoft Word format to the conference secretariat (e-mail: ptnw@un.org). In the light of the short time frame in which the conference will conduct its work, advance and unedited submissions may be posted in their original language on the conference website maintained by the Office for Disarmament Affairs upon request, pending their issuance in six languages.

III. List of delegations

11. Permanent representatives and observers are kindly requested to submit a comprehensive list of the members of their delegation to the conference, including the functional titles and affiliations of each member, to the secretariat of the conference (room S-3058; e-mail: ptnw@un.org) no later than 31 March 2017. A final comprehensive list of delegations to the conference will be issued in August 2017.

IV. Accreditation for Member States, observers, intergovernmental organizations, specialized agencies and related organizations

12. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the existing online eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eAccreditation" and "Frequently asked questions", posted on the Protocol and Liaison Service website (www.un.int/protocol). It should be noted that all accreditation requests, including requests for VIP passes, must be submitted via the eAccreditation system. The deadlines for submission of online accreditation are as follows:

For the conference from 27 to 31 March 2017: by close of business on 21 March 2017;

For the conference from 15 June to 7 July 2017: by close of business on 9 June 2017.

13. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

14. Intergovernmental organizations, specialized agencies and related organizations that have not registered with the "eAccreditation" online system are required to follow the instructions "Guidelines for IGOs away from New York", posted on the Protocol and Liaison Service website (www.un.int/protocol), under "Meetings".

V. Credentials

15. The credentials of representatives and the names of members of a delegation should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building (room S-3604, S-3633 or S-3639), if possible not less than one week before 27 March 2017. The credentials should be issued either by the Head of State or Government or by the Minister for Foreign Affairs. Copies of the credentials should also be transmitted to the Protocol and Liaison Service (room S-0201; fax: 212 963 1921; e-mail: unprotocol@un.org).

VI. Security arrangements

Department of Safety and Security

16. The United Nations Security and Safety Service operates on a 24-hour basis. The Central Support Unit, located in the second basement of the General Assembly Building (GA-2B-555), operates on a 24-hour basis and can be contacted at 212 963 1852. The Unit will handle queries concerning lost and found items from 5 a.m. to 10 p.m. and all in-person enquiries.

Security Operations Centre

17. The Security Operations Centre operates on a 24-hour basis and can be contacted at 212 963 6666 for all access requests or any general enquiries. The Centre will handle queries concerning lost and found items from 10 p.m. to 5 a.m.

18. The Centre is staffed with security and fire safety personnel. For fire or medical emergencies, first call 911 (9 911 from a United Nations telephone) and then contact 212 963 5555 (3 5555 from a United Nations telephone). For further details, see https://iseek-newyork.un.org/webpgdept363_57.

19. In addition to providing security and safety services on a 24-hour basis at Headquarters, the Security and Safety Service issues grounds passes, which members of delegations may obtain between 9 a.m. and 4 p.m. from the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, further to authorization by the Protocol and Liaison Service.

General information

20. In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of non-governmental organizations, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations identification that is issued, because of the access it allows.

21. Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued identification is solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than that for which it was intended will be confiscated by Security.

22. Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of valid United Nations identification cards. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that cards are current.

Access information

Vehicle access in the Secretariat Circle and through the 43rd Street gate

Authorized vehicles will enter through the 43rd Street entrance and exit through the 45th Street gate

Pedestrian access

Delegates can enter through the 42nd, 45th and 46th Street entrances

The Delegates' entrance opens at 9 a.m.

42nd Street entrance: 7 a.m.-9 p.m.

45th Street entrance: 8 a.m.-7 p.m.

46th Street entrance: 6 a.m.-7 p.m.

Non-United Nations guests and non-governmental organizations will enter through the 46th Street entrance between 9 a.m. and 7 p.m.

VII. Arrangements for side events

23. Limited space for lunchtime side events is available in the main conference room assigned to the conference. Delegations wishing to hold a lunchtime side event in Conference Room 4 (27-31 March) or Conference Room 1 (15 June-7 July) are invited to contact Lidija Komatina (komatina@un.org, 212 963 2378), with a copy of the request to ptnw@un.org. The available space will be allocated on a first-come-first-served basis.

VIII. Media arrangements and services

24. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the conference without additional accreditation. All others will be asked to apply for accreditation in advance of the conference. Media accreditation is strictly reserved for members of the press (print, photo, radio,

television, film, news agencies and online media) who represent a bona fide media organization. Applicants are required to complete an online form, which is available from www.un.org/en/media/accreditation/accreditation.shtml. All members of the media submitting a registration form will be required to upload a letter of assignment from their Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit. Two pieces of identification bearing a photograph, including a passport, are also required. Samples of work may be requested.

25. All members of the media corps accompanying Heads of State and Government or heads of delegations must apply for accreditation as described above, unless the Permanent Mission concerned applies on their behalf via the eAccreditation system, accessible from the eDelegate portal (http://delegate.un.int).

26. Approved media members will receive an e-mail confirmation with instructions for picking up their United Nations grounds pass. All media representatives will be required to wear their United Nations grounds pass at all times.

27. Details regarding media access to the United Nations Secretariat, liaison services for coverage of open meetings, press conferences and briefings are available at www.un.org/en/media/accreditation/guidelines.shtml.

28. A list of open intergovernmental meetings, press briefings/conferences and other outreach activities at United Nations Headquarters is posted daily at www.un.org/en/media/accreditation/alert.shtml.

29. Media members requiring assistance or escort to meeting rooms should visit the Media Accreditation and Liaison Unit, on the second floor of the Secretariat Building (S-250).

Entry and screening procedures

30. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 46th Street and First Avenue.

31. Media representatives are advised to arrive early to allow sufficient time for screening.

United Nations audiovisual materials

32. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (www.unmultimedia.org/photo/). For further photo enquiries, contact the United Nations Photo Library (photolibr@un.org).

33. For requests for videos (MPEG2 and MPEG4 (H.264)), contact the United Nations Audiovisual Library (avlibrary@un.org).

34. United Nations Television will provide live pool coverage of the conference's plenary meetings and round tables, as well as official press briefings and playbacks of photo opportunities with the Secretary-General. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact United Nations Television (e-mail: untv@un.org; room GA1B-55; tel: 212 963 7650, 212 963 7667 or 212 963 9399. A detailed schedule of live and playback coverage will be made available to broadcast clients in advance.

35. The conference will be available live and on-demand on the United Nations Web TV website (http://webtv.un.org). For webcast coverage of side events, contact the

Department of Public Information (Andreas Damianou (e-mail: damianou@un.org; tel: 212 963 6733) and Valérie Justin (e-mail: justin@un.org).

Conference website

36. The conference website (www.un.org/disarmament/ptnw) will provide information and documents related to the conference.

Tickets to the press gallery in the General Assembly Hall

37. There are a limited number of seats available for media representatives for the press gallery of the General Assembly Hall and other meeting rooms. If tickets are required, the Media Liaison Unit (S-250) will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Copies of speeches for the press

38. Delegations wishing to make available the text of the speech by their head of delegation are asked to bring copies to the Media Documents Counter, on the second floor of the Secretariat Building.

United Nations press release coverage

39. The Department of Public Information will provide press release coverage of the public meetings in English and French. Press releases may be obtained from the media overflow/working area, the Media Documents Counter, the third floor press area or on the United Nations website (www.un.org/press). Further queries on press releases should be directed to the Meetings Coverage Section (tel: 212 963 7211 (English)).

Briefings and news conferences

40. Notices on press conferences by the President of the conference will be available from www.un.org/en/media/accreditation/alert.shtml. Delegations can book press conferences by calling the Office of the Spokesperson of the Secretary-General (tel: 212 963 7707/7160).

IX. Accessibility services for persons with disabilities

41. The United Nations Accessibility Centre offers assistive information and communications technology to support persons with audio, visual and/or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). More information is available from https://www.un.org/accessibilitycentre/.

X. Secretariat focal points for the conference

Function	*Official*
Secretary-General of the conference Head of the Office for Disarmament Affairs component	**Mr. Thomas Markram** 212 963 0008 (office) markram@un.org
Secretary Head of the Department for General Assembly and Conference Management component	**Ms. Sonia Elliott** 212 963 2338 (office) elliotts@un.org
Department for General Assembly and Conference Management	**Mr. Alexander Lomaia** 212 963 4238 lomaia@un.org
	Mr. Henry Breed 212 963 1161 breed@un.org
	Mr. René Holbach 212 963 3322 (office) holbach@un.org
Secretary of the Credentials Committee	**Mr. Stadler Trengove** 212 963 1107 (office) trengove@un.org
Substantive focal point Office for Disarmament Affairs focal point, support to the President	**Mr. Michael Spies** 212 963 3472 (office) spiesm@un.org
Substantive support	**Ms. Katherine Prizeman** 212 963 0403 (office) prizeman@un.org
	Ms. Katja Flueckiger 212 963 2533 (office) flueckigerk@un.org
Website Overall management	**Mr. Mohamad Reza** 212 963 7991 (office) reza@un.org
	Mr. Damon Shavers 212 963 4022 (office) shavers@un.org
Website Support and documentation focal point	**Mr. Hong Tan** 212 963 7062 (office) tan1@un.org
Media affairs	**Ms. Soo Hyun Kim** 917 367 3596 (office) kim12@un.org

List of speakers	**Ms. Lidija Komatina** 212 963 2378 (office) komatina@un.org **Mr. Gerard Cianciulli** 917 367 9277 (office) cianciulli@un.org
Documentation	**Mr. Martin Vrastiak** 212 963 3266 (office) vrastiak@un.org
PaperSmart	**Mr. Martin Vrastiak** 212 963 3266 (office) vrastiak@un.org **Mr. Gerard Cianciulli** 917 367 9277 (office) cianciulli@un.org
Meeting rooms	**Ms. Lidija Komatina** 212 963 2378 (office) komatina@un.org

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Note by the Secretariat

Corrigendum

Paragraphs 6, 10, 11 and 23

For ptnw@un.org *read* nuclear.conference@un.org

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